

## CHAPTER 3

### ADMINISTRATION AND FINANCE

#### 350 UNIVERSITY POLICE

University Police is comprised of University Police Operations, Administration, Commuter Services, and Parking & Event Planning. The department is responsible for the protection of students, staff, faculty, and the general public; preservation of the peace; parking and traffic control; enforcement of laws and regulations; special events; coordination of alternative transportation options, 9-1-1 dispatch services; department records management; and law enforcement relationships with city, county, state and federal agencies.

#### 351 University Police – Regulations

Police regulations are in accordance with California Penal Code Section 830.2 and Education Code Section 89560.

##### 351.1 Reporting Emergencies

University Police shall be notified immediately of any fire, medical or other life threatening emergency.

##### 351.2 Reporting Stolen or Lost Property and Equipment

###### 351.2.1 University Property:

Any lost, stolen, or potentially lost or stolen University property or equipment shall be reported to University Police in a timely manner.

###### 351.2.2 Personal Property:

Any lost, stolen or potentially lost or stolen personal property that occurs on campus shall be reported to the University Police in a timely manner.

##### 351.3 Disturbances and Demonstrations

Demonstrations or other potentially disruptive activities on campus shall be reported directly to University Police.

##### 351.4 Firearms on Campus

No person, while on University property, shall possess, carry or have control of any firearm, whether loaded or not, unless it is with the written permission of the University President or designee (Chief, University Police).

Exceptions are: sworn peace officers of the State of California, full-time paid peace officer of another state or the federal government who is carrying out official duties while in California, an armored vehicle guard engaged in the performance of his or her duties, an honorably retired peace officer authorized to carry a firearm, and where otherwise provided by the California Penal Code.

The University Police Department does not provide storage for firearms.

351.5 Traffic Accidents, Criminal Activity, Serious Personal Injury/Property Damage

Traffic accidents, criminal activity, or serious personal injury/property damage shall be reported directly to University Police.

351.5.1 Missing Persons

Incidents involving missing or potentially missing persons shall be reported directly to University Police without delay.

351.6 Access to Law Enforcement Records and Information

Access to, release, and maintenance of law enforcement records and information is governed by applicable regulations, statutes, case law, and agency policy. These rules generally seek to balance the right of the public to access information for lawful purposes against the right to privacy enjoyed by individual citizens.

351.6.1 Right to Information/Restriction on Release

In most instances, persons involved in traffic accidents and some other incidents have a right to obtain information contained in the report regarding that incident. In certain cases, a copy of the report may be available for a fee. In cases of sexual abuse or domestic violence, information may be treated as confidential and not released to protect the identity and safety of the victim(s).

351.6.2 Requests for Records Information

Requests for law enforcement records information should be made in writing and directed to the Custodian of Records, University Police. An Application for Release of Information may be obtained from University Police.

351.6.3 Daily Activity Log

University Police maintains a Daily Activity Log that contains information regarding law enforcement activities including calls for service and complaints of a public safety nature received by the department. This log, containing records for the past sixty (60) days, is available for public inspection on the University Police website.

#### 351.6.4 Reporting of Crime Statistics

Statistics for certain criminal offenses are reported monthly to the California Department of Justice and to the Federal Bureau of Investigation. Crime statistics gathered in compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Reporting Act are published on the University Police website.

#### 351.6.5 Criminal Offender Record Information

State Summary Criminal Offender Record Information (Criminal History) is maintained by the California Department of Justice. This information is confidential, for official use only, and is released only to authorized agencies on a right to know, need to know basis. This information is not available for public release. Persons may review their own state criminal history records by contacting the Department of Justice, and may review their local criminal history records by written application to Custodian of Records, University Police.

#### 352 Bomb Threats

University Police shall be notified immediately of any bomb threats. Each college of the University shall develop a response plan for bomb threats that includes identification of alternate facilities for classes evacuated.

#### 353 Pets on Campus

Pets are not permitted in any campus building except for service animals, assistance animals or animals involved in authorized research or instruction programs. Dogs must have a valid license that also serves as evidence of a current rabies vaccination.

##### 353.1 Pet Safety

Pets may not be on campus except when they are either secured by a leash up to six (6) feet maximum in length, the other end of which is retained by a person or

the pet is securely confined in a vehicle. Pets may not be left unattended on campus.

### 353.2 Impoundment of Pets

Pets found on campus in violation of these policies are subject to impoundment by University Police or San Luis Obispo County Animal Services.

### 353.3 Service Animals

The California State University (CSU) does not discriminate on the basis of disability in its programs and activities, including admission and access. The policy of the CSU and Cal Poly is to make its programs, services and activities accessible to students, faculty, staff and the general public with disabilities who visit or attend a campus-sponsored event.

Cal Poly complies with all [federal](#), state and local laws and regulations pertaining to service animals.

Under Campus Administrative Policy 353, with the exception of service animals used to guide or assist persons with disabilities, pets are not permitted in any campus building, even if on a leash.

Matters relating to service animals and students, guests or visitors are addressed by the director of the Disability Resource Center. Matters relating to service animals and employees are referred to the director of Equal Opportunity.

### 354 Unattended Children

University Police shall be notified of young children that are left unattended on the campus.

### 355 Parking Regulations and Enforcement

All permit regulations are enforced Monday through Thursday, 7 a.m. until 10 p.m. and until 5 p.m. on Friday. During the summer quarter and academic breaks, permit regulations are enforced Monday through Friday, 7 a.m. until 5 p.m. All other parking regulations are enforced throughout campus 24 hours a day, 7 days a week. Campus Motor Vehicle, Parking, Scooter and Bicycle Regulations shall be made available on the University Police website. A printed copy of the regulations may also be obtained at University Police. Parking on campus is by permit only with the exception of metered spaces. This policy applies to the entire campus, which includes all outlying areas. Parking regulations are written in

accordance with California Vehicle Code Section 21113 and California Code of Regulations, Title 5, Sections 42200 and 42201.

#### 355.1 Special Staff Parking Privileges

Students teaching six (6) weighted teaching units (WTUs) or more, part time non-student instructors and temporary appointment positions shall be entitled to purchase staff parking for the term of their employment.

#### 355.2 Off-Duty Faculty/Staff Parking Permits

Complimentary off-duty faculty/staff parking permits are available from University Police for faculty and staff on leave from the University or otherwise on non-pay status during a specific academic term or terms. Employees must purchase a staff parking permit on or before the date they plan to return to active status.

#### 355.3 Executive Parking

Executive parking passes are issued to University vice presidents and college deans who have purchased parking permits. The executive pass is intended to accommodate exceptional instances where parking is not available when University business needs to occur and delay would impede their executive duties.

#### 355.4 Event Parking

Event parking is defined as any program held on campus where reserved or specialized parking for attendees is requested, or the size, location, time, and date of the activity may impact the traffic flow/access to the campus or pose a potential liability to the University as determined by University Police. Unless authorized, event parking shall not be offered by campus event hosts during the following events: Open House, Fall Commencement, Spring Commencement, and Fall Quarter Residence Hall Move-In.

#### 355.5 Power Cart Parking

Prior to the acquisition of a power cart, the department shall initiate a campus building permit to ensure an appropriate area or space is identified for cart parking. All associated costs will be the responsibility of the requesting department. Carts must park within designated spaces throughout campus and may not park on sidewalks, walkways, plazas or on landscaping.

#### 356 Use of Motor Vehicles for “Living” or “Human Habitation” on Campus

No person shall use any motor vehicle in any area on the campus for the purpose of human habitation or camping without the express written permission of the Vice President for Administration and Finance or designee. "Human Habitation" includes one or more of the following activities: sleeping between the hours of 12 midnight and 7 a.m., cooking, or elimination of body wastes.

357 Vehicle Storage, Repair and Car Wash Facilities

Requests for long-term storage on University property or property under the jurisdiction of the University may be submitted in writing for consideration to the Chief of Police or designee. Abandoned vehicles or vehicles stored without express written permission of the Chief of Police or designee will be towed away. Any parking permit issued pursuant to campus regulations shall cease to be valid when the vehicle displaying the permit is determined to be inoperative. No repair of private vehicles shall take place on the campus. Unless approved by University Police Chief or designee, washing of private vehicles on campus is prohibited.

358 Power Carts

358.1.1 Power carts are defined as any cart or low speed vehicle whether powered by electricity or gasoline. Power carts may be used by campus departments, Auxiliary Organizations, their employees or others who operate a power cart on campus property. Power carts may only be operated by licensed drivers and are for business use only. As applied by Transportation Services, all carts must clearly display the assigned State vehicle number and department ownership with contact phone number.

358.1.2 Power Cart Safety Training

Prior to operating a power cart on campus property, all operators must complete a brief safety program. The safety program is assigned through Learner Web by a supervisor within the operators' campus department. The campus department will assume responsibility to verify program completion. This safety program and associated materials are maintained and updated by University Police.

359 Bicycle and Skateboards/Other Roller Devices Regulations

Bicycle regulations are in accordance with California Vehicle Code Sections 21200 through 21212, and California Code of Regulations, Title 5, Section

42353.1. Bicycles used in the course of duty by University Police enforcement personnel are exempt from the University bicycle regulations.

359.1 Bicycle Restrictions

Bicycles are not to be ridden on sidewalks or on Poly View Drive (Inner Perimeter) including the section of Poly View Drive that terminates at the Business Administration and Education Building. Bicycles are not to be ridden or parked inside buildings or stairways. Bicycles shall not be parked on lawn areas, sidewalks, or secured to lampposts, landscaping, stairs, railings, or any location where they impede pedestrian traffic or create a hazard.

359.2 Bicycle Registration

Campus residents are encouraged to register/license their bicycles with University Police to aid in recovery/return of lost, impounded, and stolen bicycles.

359.3 Disposal of Bicycles

Impounded and/or abandoned bicycles that remain unclaimed for a period of ninety (90) days or more may be disposed of or sold through auction by the University in accordance with ICSUAM Policy 3250.01.

359.4 Skateboards/Other Roller Devices Restrictions

The use of skateboards, roller skates, roller blades, coasters, or similar devices on the campus is prohibited, except for special events that have been authorized and approved by University Police.

**References for CAP 350:**

1. Date approved by the President: February 15, 2015
2. Effective Date: February 15, 2015
3. Responsible Department/Office: University Police Department
4. Revision History: December 5, 2000, May 7, 2013, February 15, 2015, editorial changes only December 4, 2015.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. [California Polytechnic State University Service Animal Guidelines and Procedures](#)
  - b. California Polytechnic State University, San Luis Obispo Motor Vehicle, Parking, Scooter Power Cart and Bicycle Regulations (Revised December, 2012).
  - c. ICSUAM Policy 3250.01.
6. Laws, Regulations and/or codes of practice referred to herein or related to this policy:

- a. California Vehicle Code Section 21113 and Sections 21200 through 21212.
- b. California Penal Code Section 626.9.
- c. California Penal Code Section 830.2.
- d. California Education Code Section 89560.
- e. California Code of Regulations, Title 5, Sections 42200, 42201, 42353.1 and 42375.